

COVID-19 exposure control, mitigation, and recovery plan for INW Industrial Training LLC

Electrical Continuing Education required per RCW 19.28.161 and permitted to resume by the State of WA in compliance with Phase 2 of reopening Proclamation 20-25 will be commencing Friday, May 29 at the following location: N 112 University, Suite 306, Spokane Valley WA 99206.

The Training Director hereby certifies to adhere to the requirements listed in the guidance issued through the following document: *Phase 2 Higher Education & Critical Infrastructure Workforce Training Restart COVID-19 Requirements* issued by Governor Inslee.



Frank Seiler, Training Director

Text in Italics indicates provisions specific to this classroom.

COVID-19 Supervisor

1. *The COVID-19 Supervisor is designated to be Frank Seiler, (509) 991-3019, frank@inw-training.com*

COVID-19 Safety Training

2. Safety training must be conducted at all locations on each start of class to explain the protective measures in place for all workers and students. Social distancing must be maintained at all gatherings.
3. Attendance will be communicated verbally and the trainer will sign in each attendee. *The student's individual Test Answer Sheet will also serve as the sign-in sheet confirmation. (Item 4 under phase 1): COVID-19 safety requirements shall be visibly posted at each location. A copy is posted in class, furnished on each student desk, and the current document is available on inw-training.com under the classroom safety precautions.*

Social Distancing

4. Physical distancing of at least 6-feet of separation must be maintained by every person at the location at all possible times. In instances where the 6-foot separation cannot be maintained, the COVID-19 exposure control, mitigation, and recovery plan shall be thoroughly reviewed by all employees/students performing those activities prior to commencing and appropriate PPE and other controls must be implemented. *Desks are arranged so that more than 6 feet of separation is provided. Students are to remain at their desks, or if needing to leave, to exit the room directly.*
5. Gatherings of any size must be preclude by taking breaks, performing lab-type activities and lunch in shifts. *Lunch may be consumed at the student desk or outside the building Any time two or more persons must meet, ensure minimum 6-feet of separation.*
6. Identify and control "choke points" and "high-risk areas" at locations where workers and students typically congregate so that physical distancing is always maintained. *Please do not arrive early so no one congregates in the hallway. The classroom opens at 8:00am and class begins 8:30. Coffee service and snacks are no longer provided. Please bring your own. Consider relocating from small classrooms into larger rooms to accommodate more room for physical distancing. N/A*
7. Minimize interactions during class activities; ensure minimum 6-foot separation by physical barriers, and/or demarking floors with tape. Limit the number of students based on class size and activities to allow for 6-foot separation. *Only 9 students are permitted in the classroom within designated areas.*

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8. To the extent practical allow only one group/class at a time at the same location/lab/classroom. *N/A*

Personal Protective Equipment (PPE) – Employer/Training Program Provided

9. Provide (at no cost to employees) and require the wearing of personal protective equipment (PPE) such as gloves, goggles, face shields, and face masks as appropriate or required to employees and students for the activity being performed. While not a worker safety requirement, appropriate PPE should also be made available at no cost to students. **Facial coverings must be worn by every employee, instructor, and student not working alone (with no chance of human interaction) at the location, and by all patients and clients except for those receiving dental or esthetician services, unless their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance.** Refer to Coronavirus Facial Covering and Mask Requirements for additional details. A cloth facial covering is described in the Department of Health guidance.
10. If appropriate PPE cannot be provided by the school, the activity is not authorized to commence, recommence, or the site must be shut down.

Sanitation and Cleanliness

11. Soap and running water shall be abundantly provided at all locations for frequent handwashing.
12. Workers and students should be encouraged to leave their workstations to wash their hands regularly, before and after going to the bathroom, before and after eating and after coughing, sneezing, or blowing their nose. *Available in each restroom adjacent to the classroom.*
13. When running water is not available, portable washing stations, with soap, are required, per WAC 296-155-140 2(a) – (f). Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can also be used, but are not a replacement for the water requirement. *Water is available at each restroom but the center of the classroom also has a no-contact sanitizer dispenser.*
14. Post, in areas visible to all workers and students, required hygienic practices, including not to touch face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use hand sanitizer with at least 60% alcohol; cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control(CDC). *These are cleaned and sanitized before and after each class through the normal access points to the building and classroom.*
15. Make disinfectants available to workers throughout the location and ensure cleaning supplies are frequently replenished.
16. Frequently clean and disinfect high-touch surfaces at locations and in offices, such as shared tools, machines, vehicles and other equipment, handrails, doorknobs, and restrooms. Sanitation workers disinfecting these areas must be provided appropriate personal protective equipment (PPE) for these work tasks and trained on work expectations. If these areas cannot be cleaned and disinfected frequently, these locations shall be shut down until such measures can be achieved and maintained. *For the moment, all lab activities that involve shared resources have been excluded from the training plan.*
17. Shared tools and other equipment must be wipe sanitized between users. *Sanitizing wipes are available in the classroom.*
18. If an employee or student reports feeling sick and goes home, the area where that person worked should be immediately disinfected.

Employee and Student Health/Symptoms

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19. Create policies, which encourage workers and students to stay home or leave the location when feeling sick or when they have been in close contact with a confirmed positive case. If they develop symptoms of acute respiratory illness, they must seek medical attention and inform their employer. *This policy is communicated at the beginning of each day.*
20. Have employees/students inform their supervisors/instructor if they have a sick family member at home with COVID-19. If an employee or student has a family member sick with COVID-19, that employee/student must follow the isolation/quarantine requirements as established by the State Department of Health.
21. Screen all workers and students at the beginning of their day by taking their temperature or ensuring they take their own temperature at home prior to coming to the school and asking them if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell.
22. Ask employees/students to take their temperature at home prior to arriving at work/school or take their temperature when they arrive. Thermometers used at the school must be 'no touch' or 'no contact' to the greatest extent possible. If a 'no touch' or 'no contact' thermometer is not available, the thermometer must be properly sanitized between each use. **Any employee/student with a temperature of 100.4°F or higher is considered to have a fever and must be sent home.**
23. Instruct employees/students to report to their supervisor/instructor if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell). If symptoms develop during a shift, the employee/student should be immediately sent home. If symptoms develop while the employee/student is not working, the employee/student should not return to work/class until they have been evaluated by a healthcare provider.

Contact Number: Spokane Regional Health District: 509.324.1500; For County-wide locations see shrd.org/covid-19-drive-through-screening-clinic Our closes screening location is CHAS Urgent Care Valley (509) 444-8204. 1502 N Vercler Rd, Spokane WA 99216. M-F 8am-8pm; Sa&Su 8am-5pm

24. **Failure of employees/students to comply will result in employees/students being sent home during the emergency actions, for example if an employee/student refuses to wear the appropriate facial covering except where medically excused.**
25. Any employee/student coming to work/class on a location in Washington from any state that is not contiguous to Washington must self-quarantine for 14 days to become eligible to work or attend class in Washington.
26. If an employee or student is confirmed to have COVID-19 infection, employers should inform fellow employees/students of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

Location Visitors

27. A daily class attendance log of all workers and visitors/student must be kept and retained for at least four weeks. The log must include the name, phone number, and email address of all workers and visitors. Visitors are strongly discouraged. *This information is gathered through the attendance record and Test Answer Sheet.*